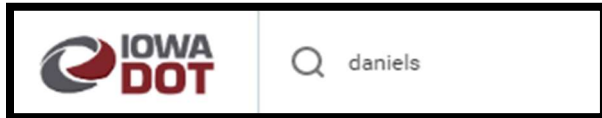


SEARCHING FOR EMPLOYEE

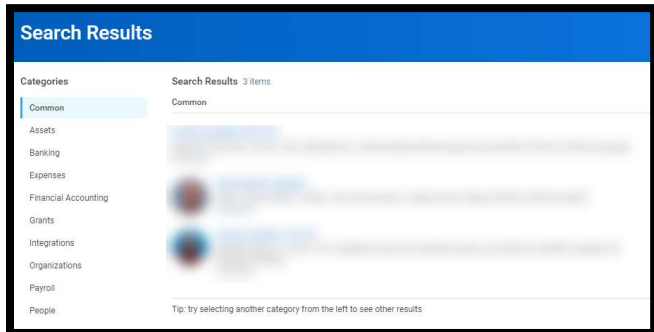
The Search feature in Workday is available at the top of any page.

SEARCH FOR ONE EMPLOYEE

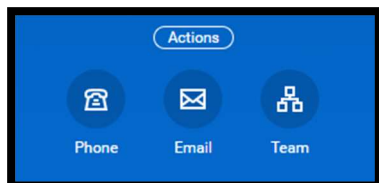
1. From the Search Bar, **type** first few letters of employee's first or last name



2. Click on name you want to see



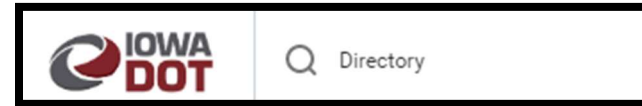
3. Click on the Phone icon for the phone number
4. Click on the Email icon for the email address
5. Click on the Team icon to find members of the employee's team



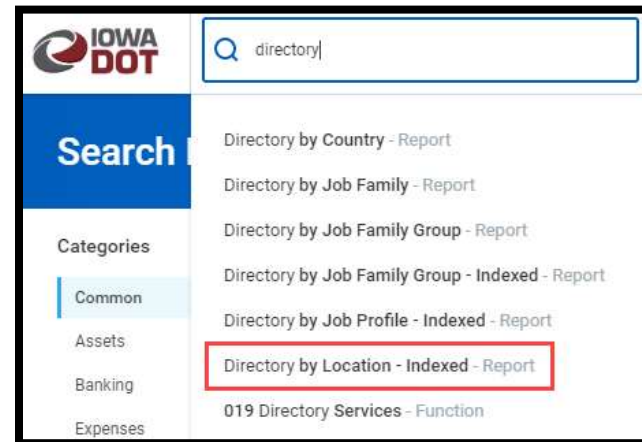
SEARCH FOR LIST OF EMPLOYEES – BY LOCATION

If you know the employee's location, follow the steps below:

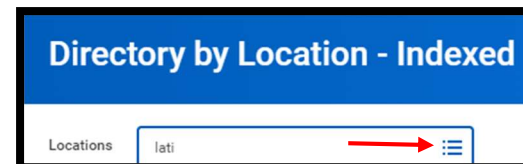
1. From the Search Bar, **type** Directory



2. Click on Directory by Location – Indexed

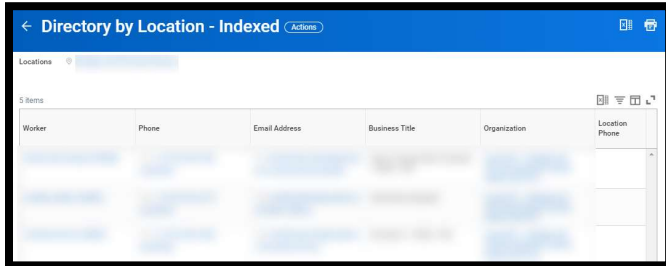


3. Click inside the Organizations Search Box and **type** the full or partial name of the location you want



4. Click the menu icon
5. Click **OK**

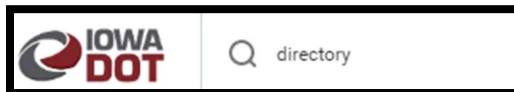
6. The result will list all employees assigned to that location



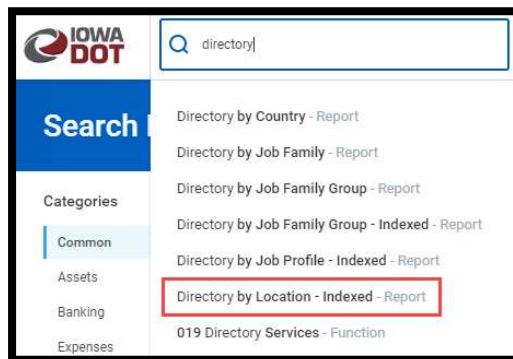
SEARCH FOR EMPLOYEES – BY LOCATION

If you don't know the employee's location and need to search through the entire list, follow the steps below:

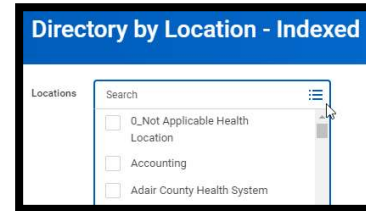
1. From the Search Bar, type Directory



2. Click on Directory by Location – Indexed

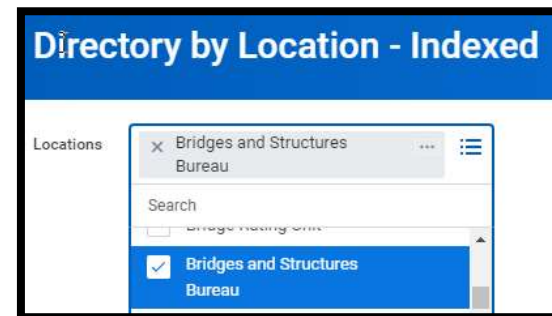


3. Click inside the Organizations search box



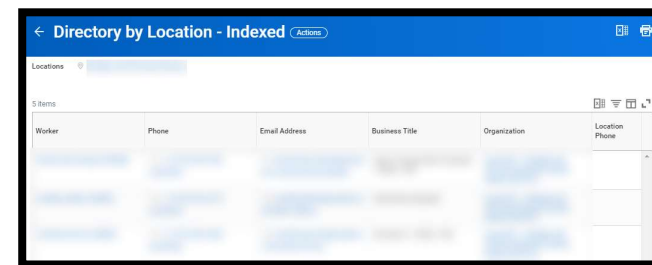
4. Scroll through the alphabetical list until you find the Location you want

5. Click the box by the Location



6. Click OK

7. The result will list all employees assigned to that location

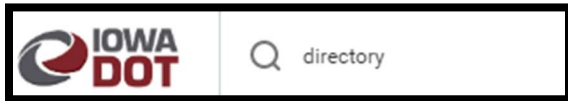


Note: All locations, even safety locations, are listed in the drop-down box. No workers will be listed under safety locations.

SEARCH FOR EMPLOYEES – BY ORGANIZATION

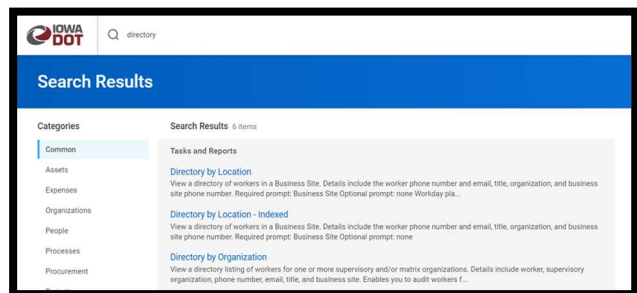
If you know the name of the organization, follow the steps below:

1. From the Search Bar, **type** Directory



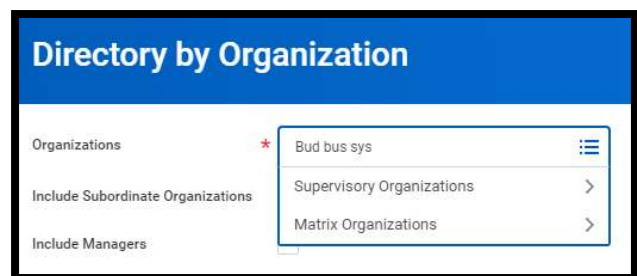
2. Press Enter

3. Click Directory by Organization



4. Click inside the **Organizations** search box

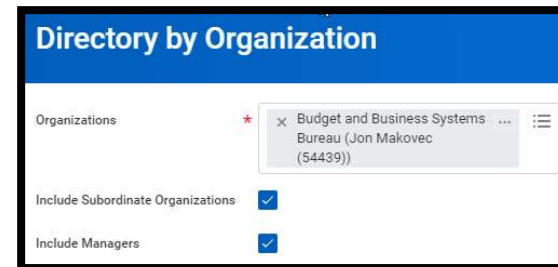
5. Type all or part of the organization name



6. Click **OK**

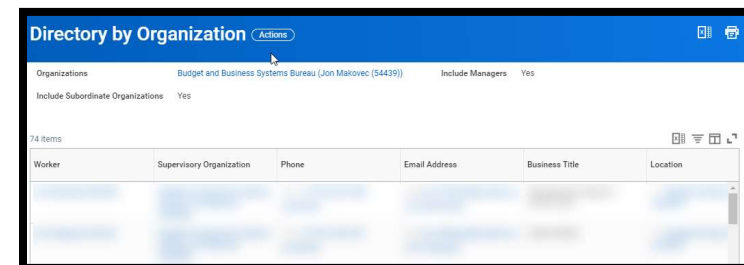
7. Click **Include Subordinate Organizations** to include those results

8. Click **Include Managers** to include the organization's manager



9. Click **OK**

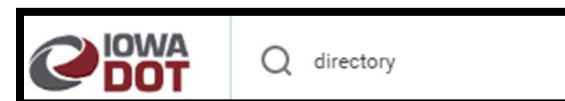
10. The result will list all employees assigned to that organization



SEARCH FOR EMPLOYEES – BY ORGANIZATION

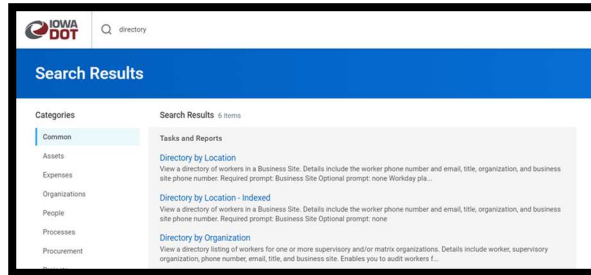
You can also search Organizations by either Supervisory or Matrix:


1. From the Search Bar, **type** Directory

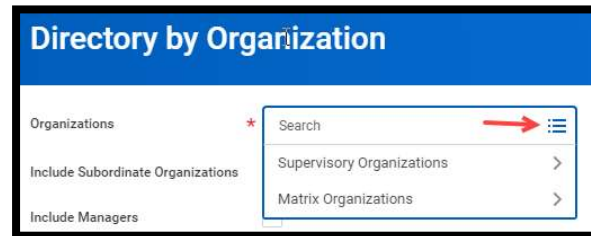


2. Press Enter

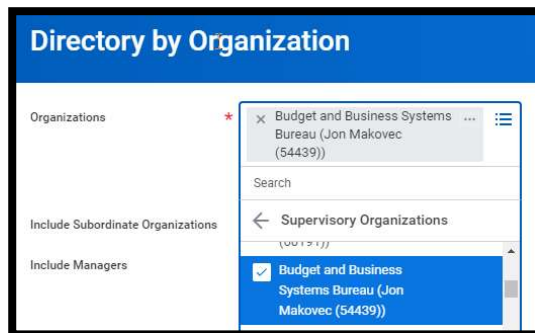
3. Click Directory by Organization



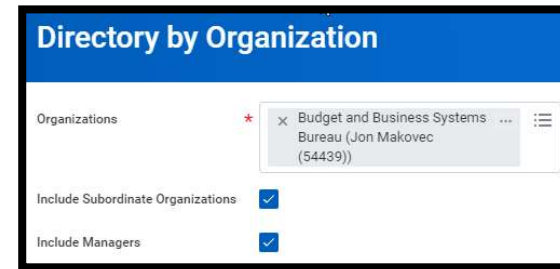
4. Click the menu icon 




5. Click either **Supervisory Organizations** or **Matrix Organizations** for a listing
6. Scroll through the list of organizations
7. Click the box of the organization you want



8. Click in the white space outside the box
9. Click **Include Subordinate Organizations** to include those results
10. Click **Include Managers** to include the organization's manager



11. Click 
12. The result will list all employees assigned to that organization

